Special Literacy and EL/Civics IFB Questions and Answers

1. Are tables, chairs, desks, etc. considered equipment or supplies? **Normally these items are considered equipment. However, if the local program wants to report these types of items as Supplies and Materials, as long as the records match, it would be acceptable. Equipment costing more than $1,000 must have the State AEL Director's prior approval.**

2. Would software be considered equipment? **No. Budget as "Supplies and Materials".**

3. Does 20% (technology) of award apply to year 2 and 3 if renewed? **Yes. The IFB states that "no more than 20% of the total budget may be used…"**

4. What date will award notifications be announced? **As soon as possible after the applications are reviewed and evaluated. Latest target date would be June 15, 2006.**

5. Can we have 2 projects for 1 IFB? **Not sure about what is meant by 2 projects. Applicants are allowed to submit more that 1 IFB. Depending on the "project" an IFB should be submitted for each project, however if both projects are very similar, 1 IFB could be submitted that would cover both projects.**

6. Please explain the sentence (page 3 second paragraph) "Programs will emphasize support of children's educational efforts through existing programs". **Applicants are encouraged to collaborate with existing programs that offer services that would support the grant activity, e.g. Even Start, Family Literacy etc.**

7. Please define what expenses falls under "administration". **All program management and offices expenses are considered "Administration" costs. Example: director's salary, secretary salaries, office supplies and materials, office computers.**

8. Page 5 "letter I" please define second sentence. The meaning of "other staff"? **If the project will be using substitute teachers, these teachers also must be "certified as a substitute teacher." The grantee must also ensure compliance with all EEOC hiring laws and regulations.**

9. Can AEL Programs use contact hours generated from classes operated through the IFB? **No**